

Newport FD/Depoe Bay RFPD

Collaborative Agreements Committee Meeting Minutes

November 27, 2012

Co-Chairs: Chief Phil Paige-Newport FD

Chief Joshua Williams, Depoe Bay RFPD

Meeting convened at 1800 hours at Central Coast Fire and Rescue in Waldport.

Central Coast Fire & Rescue (CCF&R) Chief Derek Clawson: Welcomed the group and had each person introduce themselves.

Newport Fire Chief Paige: Said on the agenda the overview between the Administrative functions & decision making timeline should have had committee reports, was left off.

CCF&R Chief Clawson: Stated this is his first meeting and speaking for the staff, myself and Board. They are really excited and glad to be part of this task and to put together the organizational charts. He is sure there will be lots of opinions. They came up with a couple of options for an organization chart of how the Fire Authority could look. It is important to know these are only recommendations and subject to change. First 2 options were emailed and then they came up with a third option. He thinks there is pro's and con's to all 3 options of the Administrative organization chart, he thinks it's going to take more than just the Chief's to figure out the option , but it's a good start. Again there will be many opinions on this working document. If you start one way it doesn't mean it will end that way, this is not written in stone by any means and we may find, in his opinions, that this is too much for that one guy to handle, so there may be some jobs broken out later. But we won't know until we see how it develops. A discussion followed about the options.

Newport Fire Chief Paige: Stated with option 3 that was presented tonight the Division Chief's positions are more streamlined and important enough to fit our needs here in Lincoln County. Another change was that each department would have a Duty Captain on shift (A,B,C).

Depoe Bay Fire District (DBFD) Chief Williams: Discussed the Division Chief's from one of the options earlier was going to have shifts under each Division Chief. Does not like the set-up, would like to see one person in charge of all shifts, which would create a better consistency. There is only so many ways to do on organization chart. He is curious what some of the groups thought when they went through the organization charts?

DBFD Lt. Jensen: Had not seen the 3rd option and it alleviates a lot of the groups concerns. In the preferred option the Assistant Chiefs span of control over 70 to 80 people was a concern. There was further discussion about option 3 that would eliminate some of the concerns with the span of control.

More discussion:

Groups commented on how option 3 is the best option representing the chain of command and how this option will make it easier.

Logistics was eliminated because it was not as important function for the size of district we currently have.

Span of control was the big influences on how these charts were developed.

The 3rd option was developed from comments received from the groups and gut feelings.

The group talked about some of these other functions and that we are small enough right now that we have our department personnel doing these currently. The Division Chief positions are developed with that person to manage and coordinate that function, not to be doing it.

DBFD Director Barbara Leff; Said some Board Members have concerns with having a Chief that they had no hand in hiring as their Department Chief. It might be hard to get a majority vote for the organization chart presented. Somehow we need to get the word out and information to all our policy makers right now. She urges we put together some sessions to deliver the information to all Boards at once so all are getting the same information. Maybe even have Lane County come back to help.

Newport City Council member Dick Beemer: Stated we need something more solid to present before we can have any sessions (names to go with positions). Then he thinks we would have a better opportunity to deliver the plan to our policy makers.

Newport Fire Chief Paige: Discussed some time lines on procedures, maybe need to move next meeting back to Jan. 3rd. We could be talking with key players and policy makers in the meantime. These big items of discussion should be:

1. How are we going to share costs (if there is any).
2. Representation on whatever this board is.
3. Legal representation? (Maybe one attorney) looking at plan.

Hoping that by Jan. 3 meeting, most policy makers would conceptually agree on these items and bring back reports by then.

DBFD Director Barbara Leff: Said that we need to make sure we follow public meeting guidelines when we meet with a quorum.

Newport Rural Ron Beck: What is it going to cost us and what savings if any. Structurally we will not change. We have a 190 agreement with Newport. Concern is if there is going to be a big cost change and how will that affect us?

Newport Fire Chief Paige: Would rather keep it simple the first year, and try to keep change to minimal impact.

DBFD Board Director Barbara Leff: Wants to get together after meeting with other policy makers and discuss some issues and get a little better understanding of our self, then setup other meeting.

DBFD Chief Williams: There was a comment about why we would create a budget. Don't think we would the first year. All Districts involved would continue to pay their own employees. What will happen is that Department Employees would be loaned to the Authority. Let's try to keep change minimal this first year.

Newport City Council Dick Beemer: Agrees and thinks that would be the best way to sell the plan especially the first year.

Newport Assistant Chief Rob Murphy: Said we might need some small overhead fund in the first year. Group consensus was each department might budget for incidentals and clothing at least the first year.

Newport Fire Chief Paige: Said if implemented by July 1, we would be able to have six months under our belt before we start to develop our next budgets. We would have a better feel for what our needs might be at that time.

DBFD Director Barbara Leff: I don't want to be a nay sayer here but we've had a 190 agreement and it did not work out due to work loads. It was definitely an imbalance and it did not work. We need to think about our employees and their responsibilities and not create overloads. The plan will be easier if we don't have to worry about dollars the first year.

DBFD Fire Chief Williams: Sounds like what needs to happen is names need to go into the slots of the Organization Chart so our Boards can have a better idea of the plan presented.

DBFD Assistant Fire Chief Walling: I feel the chart presented tonight is a good foundation to start with. As it develops, the cards will start falling in place. Once we start, we will see duties and responsibilities that could have effect on issues, and then we might have to adjust.

DBFD Fire Chief Williams: There is about 10% of me that might regret saying this but, OK Chiefs we need to put names to these positions. We looked at the people in the organization and who would be the best fit.

Fire Chief: *Phil Paige*

Assistant Chief: *Josh Williams*

Division Chiefs:

Prevention: *Rob Murphy*

Training/Safety: *Hank Walling*

EMS: *Derek Clawson*

Executive Assistant/Office Manager: *Phyllis Palmer*

Administrative Assistant: *Melanie Nelson*

Part-Time Reception: *Vickie Walling*

This is what we would propose to our policy makers. Based on skills, this is what we felt would be the best fit for the organization at this time.

Group: Discussion was this should work and we need to take to our policy makers for approval. Might be some minor costs involved as agreements are developed. Discussion on the cost sharing formula and what it will be. We already have a formula in affect we can use. Minor issues will arise and we will need to stay abreast of them, as they materialize.

Newport Assistant Fire Chief Rob Murphy: Legal issues and ordinances pertaining to fire inspections were discussed as a potential issue. We will work these out as we move forward. Most issues will be education of citizen and businesses.

Group: Do we need to talk about administrative function at this time. The feeling was not at this time.

DBFD Fire Chief Williams: Summarize the organizational chart plan as presented, asked for an agreement on the plan. Consensus was yes and this was a good starting point. Asked each group for their comments:

Newport Volunteer Rob Pratt: Name change will not be an issue, there will probably be some grumbling but will be overcome. Not much for comments and considered that to be a silent compliance.

Newport Rural Ron Beck: No issues or problems. Discussion was if this is what we want the name to be. Group says yes to **Central Coast Fire Authority**.

Group: General discussion followed on name changes and what implications occur.

DBFD Volunteers Kirk Medefesser: No issues or concerns, just wanting to know what names go with each position.

Newport Career Staff: They were more concerned with positions that are down the Organization charts (Captains, etc.)

CCF&R Staff Dennis Canon: No comment or issues, they are good.

DBFD Staff Lt. David Jensen: Already assumed who was going into each position.

CCF&R Board Ray Woodruff: They think it's a good idea, but wanted to know how soon they will have something to present to other Board Member's?

DBFD Fire Chief Williams: Answer was by tomorrow.

DBFD Board Barbara Leff: Open to it, but has concerns. She is happy for chance to get together with other folks.

Newport City: Happy.

Newport Rural Ron Beck: Like it, don't see any down side.

Newport Admin Assistant Fire Chief Ron Murphy: None

DBFD Admin. Assistant Fire Chief Hank Walling: The best foundation for an Organization Chart and will at least get things going.

CCF&R Admin. Assistant Fire Chief Tony Mooney: Good

Newport Fire Chief Paige: Talked about Assistant Chief's position at CCF&R that Tony Mooney run's shifts on ambulance. CCF&R provides ambulance transport that might be an avenue we want to go with in the future.

Newport Fire Chief Paige: Need to have policy makers get together before January meeting to see if they can come to a consensus of the plan. Including:

1. How to Cost-Share
2. Representation on the Authority
3. Legal Counsel for participant and Authority

Meeting adjourned at 1920.

Next meeting scheduled for January 3, 2013 at the Gleneden Beach Fire Station at 1800 hours.

Respectfully submitted by DBFD Receptionist: Vickie Walling.